

## Position Announcement

### Administrative Program Assistant

Juneau County Zoning/Sanitation Department is seeking an administrative, highly technical and clerical assistant to the County Zoning/Sanitation Administrator. The individual performs highly independent program support and assists the director with coordinating the overall program and office activities. Must have the ability to communicate and coordinate with various State Agencies in regard to the various programs that the department administers. Must have two years of post-secondary education and be proficient in computer operation, accounting, and secretarial / clerical training or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the given duties. Position requires a positive attitude in dealing with professionals and the public on a daily basis. A plus would be to have a basic knowledge of "land use" and zoning, and private sewage disposal system fundamentals.

Assists in office/secretarial duties for the Parks & Forestry Department as needed.

We offer excellent fringe benefits. To apply or for more information please go to [www.juneau.wi.gov](http://www.juneau.wi.gov) Application must be received by 4:00 p.m. on September 12, 2017.

Please send application and resume to:

Juneau County Personnel

220 E. State St. – Rm 205

Mauston, WI 53948

We are an equal opportunity Employer